

Lovegren 7-23

C. Files

A6615-AP

July 23, 1962

Memorandum

To: All Regional Directors and Chiefs, Field Design Offices
From: Acting Assistant Director
Subject: Release No. 30 of the Administrative Manual on Employee Interest in Lands and Resources Administered by the Department

We are sending you under separate cover several copies of the reprint of 43CFR7 for your possible use. 43CFR7 also has been incorporated in Appendix A of Chapter 7, Part 120.

[SGD] LELAND F. RAMSDALL

Acting Assistant Director

Copy to: Mr. Stratton
Mrs. Wilkinson
MR. Lovegren

RRLOVEGREN:dmj (7-23-62)

BASIC FILE RETAINED IN PERSONNEL

Distribution:

SE Region - 50	EODC - 20
NE Region - 50	WODC - 50
Midwest Region - 150	NCDC - 10
SW Region - 150	NE Reg. 10
Western Region - 150	Mrs. Wilkinson - 107



UNITED STATES
DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
POINT REYES NATIONAL SEASHORE PROJECT
Point Reyes, California

AMO

IN REPLY REFER TO:

A6615-AMO

June 19, 1963

Memorandum

To: Chief, Branch of Organization and Management
From: Acting Project Manager, Point Reyes National Seashore
Subject: Administrative Manual and Handbook Material

We wish to acknowledge receipt of the handbooks you sent us, with memorandum dated June 11.

We have given a thorough search of our files and still find the following missing:

✓ VOLUME II - ADMINISTRATION (New Edition) Release No. 1, August 1962

✓ Part 1 - General--Release No. 1

✓ Part 2 - Division of Budget and Finance--Release No. 1

✓ Part 3 - Division of Management Analysis--Release No. 1

✓ Part 4 - Division of Personnel--Release No. 1

✓ Part 5 - Division of Property Management and General Services--
Release No. 1

✓ Part 6 - Division of Safety--Release No. 1

Out of Print { Part 120 - Personnel Management
Chapter 9--Amendment No. 8, Volume I, Administration;
Amendment No. 23

We have not received the above mentioned Volume II - Administration (New Edition), which you stated was sent to us February 6, 1963.

Please supply us with the above material, so that we can bring our publications up-to-date.

To date we have no reply to our memorandum of May 9, "Request for Publications". In order to meet the needs of this office, we are again requesting additional copies of the following publications:

fairpark Reimbursement

✓ Roads, and Trails Handbook 109 ✓	1 each — <i>Reimbursement</i>
✓ General Engineering Handbook 46 ✓	1 "
✓ Special Park Uses Handbook 117 ✓	1 "
Sign and Wayside Exhibit Handbook 115 ✓	1 "
<i>On return</i> Programming Handbook 91 ✓	1 "
✓ Master Plan Handbook 69 ✓	1 "
<i>Not Published</i> ✓ Budget Procedure Handbook	1 " — <i>none</i>
✓ Procurement and Contracting Handbook, Part 2, Contracts, Only 906 ✓	1 "
✓ Reports Management Handbook, Part 2, Report Directives, Only 104 ✓	1 "
<i>On return</i> Files Management Handbook 364a ✓	2 "
✓ Correspondence Procedures Handbook 19 ✓	2 "

We do not have a copy of the "Federal Personnel Manual", and would appreciate receiving one, as well as the above mentioned additional publications, as soon as possible.

We have received the Departmental Manual material, but do not have the special Departmental Manual binders and indexes. Please furnish one complete set.

Gordon K. Patterson
Gordon K. Patterson



UNITED STATES
DEPARTMENT OF THE INTERIOR

NATIONAL PARK SERVICE
POINT REYES NATIONAL SEASHORE
Point Reyes, California

IN REPLY REFER TO:

~~A6639~~-AMO

July 26, 1963

Memorandum

To: Chief, Branch of Organization and Management

From: Superintendent, Point Reyes

Subject: Administrative Manual and Handbook Material

Your June 15 office memorandum to Mr. Patterson has been reviewed and steps were taken to locate the manual and handbook material you feel sure has been sent. Another thorough search of our files, as well as further inquiries to the Western Regional Office, reveals this material has not been received.

As suggested we are enclosing an inventory of all manual and handbook material now on hand.

According to the Administration Manual Checklist No. 5, Release No. 32, dated December 18, 1962, we are missing the following material:

VOLUME II - ADMINISTRATION (New Edition) Release No. 1, Aug. '62

Part 1 - General--Release No. 1

Part 2 - Division of Budget and Finance--Release No. 1

Part 3 - Division of Management Analysis--Release No. 1

Part 4 - Division of Personnel--Release No. 1

Part 5 - Division of Property Management and General
Services--Release No. 1

Part 6 - Division of Safety--Release No. 1

Part 120 - Personnel Management

Chapter 9--Amendment No. 8, Volume 1, Administration;
Amendment No. 23

We have not received the above mentioned Volume II - Administration (New Edition), which you stated was sent to us February 6, 1963.

We do not have a copy of the "Federal Personnel Manual" and would appreciate receiving one as soon as possible.

We do not have your instructions for requisitioning Departmental Manual binders and indexes because we have no record of receiving the reply you sent to our June 19 memorandum. Please submit instructions relating to the number of binders and indexes needed and the cost of each. After receiving this information, we will issue our DI-1 Requisition.

In order to meet the needs of this office, please furnish additional copies of the following publications:

Roads and Trails Handbook	1 each
General Engineering Handbook	1 "
Special Park Uses Handbook	1 "
Sign and Wayside Exhibit Handbook	1 "
Programming Handbook	1 "
Master Plan Handbook	1 "
Budget Procedure Handbook	1 "
Procurement and Contracting Handbook	
Part 2, Contracts, Only	1 "
Reports Management Handbook, Part 2,	
Report Directives, Only	1 "
Files Management Handbook	2 "
Correspondence Procedures Handbook	2 "

We note your office is still sending material to "Project Manager" and some of it is still going through the Western Regional Office. As mentioned in our June 28 memorandum, our new mailing address is:

Superintendent
National Park Service
Point Reyes National Seashore
Point Reyes, California

It is unfortunate so many complications have resulted in this matter and we will cooperate in any way possible to get our manual and handbook material records in order.


Fred W. Binnewies

Enclosure

Inventory as of July 25, 1963
ADMINISTRATIVE MANUAL AND HANDBOOK MATERIAL

ORGANIZATION VOLUME -- Parts 1 through 14 (except Part 10)

VOLUME II - ADMINISTRATION (New Edition) -- Parts 1 through 6 not received
Part 120 (incomplete -see memorandum)

VOLUME III- OPERATIONS (old Edition) -- Parts 1 through 5'

VOLUME IV - INTERPRETATION (old Edition) -- Parts 1 through 6

VOLUME VI - DESIGN AND CONSTRUCTION (New Edition) -- Parts 1 through 8

1 Accounting Handbook -- Parts I, II, and IV

8 Boundary Adjustments Handbook--Release No. 1

10 Building Construction Handbook--1958 Edition (2 copies)

15 Compensation Handbook

16 Concessions Management Handbook

19 Correspondence Procedures Handbook (3)

23 Dedications and Special Events Handbook--Second Edition

24 Directives Management Handbook--Second Edition

30 Employment and Staffing Handbook--Release No. 1

36 Files Management Handbook--Release No. 1 (1)

Federal Register Handbook

41 Forms Management Handbook--Release No. 1

46 General Engineering Handbook--Releases Nos. 1,2 and 3 (2)

38 Handbook for Fire Lookouts--Release No. 1

89 Handbook for Ruins Stabilization - Part 2--Release No. 1

55 Incentive Awards Handbook--Release No. 1

56 Interpretive Planning Handbook--Release Nos. 1 and 2

57 It's to be Published Handbook--Release No. 1

- 61 Land Management Handbook--Release No. 1 -- 1958 (3 copies)
- 62 Lateral Transfer and Promotion Programs Handbook--Release No. 1
- 63 Law Enforcement Handbook--Release No. 1
- 68 Management Appraisal Handbook
- 69 Master Pland Handbook--Releases Nos. 1 and 2 (v)
- 70 Motor Equipment Management Handbook--Release No. 1
- 73 Museum Records Handbook--Release Nos. 1,2 and 3
- 47 National Park Service Glossary of Commonly Used Terms--Release No. 1
- 78 National Park System Plan Handbook--Release No. 1
- 86 Personnel Management Program Evaluation Handbook--Release No.1
- 90a990b Procurement and Contracting Handbook -- Part I and II^(u) ← (v)
- 91 Programming Handbook--Release No. 1 (v)
- 93 Property Management Handbook--Release Nos. 1 and 2
- 95 Purchasing Handbook
- 99 Quarters, Subsistence and Services Handbook--Release No. 1
- 100 Records Scheduling and Disposition Handbook and Supplement--Release No. 1
- 103-4 Reports Management Handbook-- Part I and II^(u) ← (v)
- 105 Reservoir Recreation Planning Handbook--Release No. 1
- 106 Roads, Trails and Airport Runways--Release No. 1 (v)
- 115 Signs and Wayside Exhibit Handbook--Release Nos. 1,2,3,4 and 5 (v)
- 117 Special Park Uses Handbook--Release No. 1 (v)
- 116 Student Trainee Program Handbook--Release No. 1
- 28 Training and Employee Development Handbook--Release No. 1
- 124 Uniforms Handbook--Release Nos. 1, 2 and 3
- 129 Wage Administration Handbook--Release No. 1

Departmental Manual -- Delegation and Administrative Services

Departmental Manual -- Organization Series

Departmental Manual -- Finance & Personnel

Departmental Manual -- Personnel Programs & Services Personnel

Departmental Manual -- Program & Emergency

(The above Departmental Manuals do not have binders or indexes)

Standard Wage Board Titles and Definitions Handbook

Position Classification and Pay Administration Handbook

Historic and Prehistoric Structures Handbook

GSA Regulations Title I - Personal Property Management

GSA Regulations Title II - Real Personnel Property Management

GSA Federal Procurement Regulations Handbook

GSA Guide for Care, Servicing, and Warranty of Batteries

GSA Motor Vehicle Warranty and Acceptance Guide

GSA Guide for Preventive Maintenance of Motor Vehicles

GSA Guide for the Selection of Motor Vehicles

August 6, 1963

A6615-AMO

Memorandum

To: Superintendent, Point Reyes
From: Chief, Branch of Organization and Management
Subject: Administrative Manual and Handbook Material

Thank you for your inventory of the above mentioned directives materials. We have adjusted our control card to reflect the inventory plus the materials sent to you today. Two of the handbooks you want are being reprinted. They are:

Programming Handbook
Files Management Handbook

One copy of each will be sent to you as soon as they are received from the Duplicating Section.

The Federal Personnel Manual must be ordered on a regular purchase order form from the Superintendent of Documents, Government Printing Office, Washington, D. C., and it will cost you \$5.00. A new FPM is to be released on September 1, 1963. You may not wish to purchase the current volume because you will get one copy of the new September 1 volume free from this Office when available.

The Departmental Manual requires three, 2-inch binders, each of which costs \$2.12. One index is required and it costs \$3.61. Order on a DI-1 Requisition form, original and five carbon copies, from this Office.

H. Wayne Weagly
H. Wayne Weagly

HWWeagly:hh

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NATIONAL PARK SERVICE

HANDBOOK

REPORTS MANAGEMENT

Part II - Report Directives

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A6615

SUPPLEMENT 1-REPORT NPS(AM)-5

Kennesaw Mountain National

Battlefield Park

September 9, 1963

Supplement 1-KEMO to Report NPS(AM)-5 in Part II-Report Directives of the Reports Management Handbook is hereby amended by adding the following instruction. Under Line 1, Total Visits add the following paragraph:

6. The total number of persons visiting the Kolb House on the Powder Springs Road, determined by a physical count by park personnel. The total number of visitors at Kolb House should be reduced by a statistically determined adjustment factor corresponding to the percentage of such visitors who have already been ^{or} will be counted at other points of the park on the same day as their visit to Kolb House. This reduced figure is the one to be included on Line 1, Total Visits.

Line 4b, Special Use Data. The total number of visitors to the Kolb House before applying the adjustment factor. This figure will thus include the visitors not eligible for inclusion under the instructions for Line 1, Total Visits.

These instructions are effective date of issuance and are based on the Superintendent's memorandum of July 1, 1963, to the Director and the memorandum of August 16, 1963, from Acting Chief of Statistics Analysis to the Superintendent.

(SGD) HILLORY A. TOLSON

Assistant Director

cc:

Regional Director, Southeast

Branch of Organization and Management

Branch of Statistics Analysis

JBassan:hzs 9/17/63

NATIONAL PARK SERVICE

HANDBOOK

REPORTS MANAGEMENT

Part II - Report Directives

SUPPLEMENT 1 - REPORT NPS(AM)-5

Bent's Old Fort National Historic Site

September 6, 1963

The enclosed material is known as Supplement 1-BEOL to Report NPS (AM)-5 in Part II - Report Directives of the Reports Management Handbook for Bent's Old Fort National Historical Site. It contains the individual instructions which are to be used by that park only in collecting and processing public use data for Monthly Public Use Report. These instructions are based upon the Superintendent's memorandum of June 25, 1963, to Regional Director, Midwest Region, and the recommendation in the July 9 memorandum from Acting Assistant Regional Director to the Director.

This material should be filed immediately following the present requirement for Report NPS(AM)-5 in Part II - Report Directives of the Reports Management Handbook. It should not be placed in the Handbook until it has been brought to the attention of the Superintendent and all interested persons. If additional copies are required for internal use in the park, they may be reproduced locally. Copies of the enclosed material are also on file in the Regional Office, Midwest Region, and in the Washington Office.

(SGD) LELAND F. RAMSDALL

Acting Assistant Director

Enclosure

cc:

Regional Director, Midwest Region

Branch of Organization and Management

Branch of Statistics Analysis

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REPORTS MANAGEMENT
Report Directives
Division of Management Analysis

Basan
10/7/63

HANDBOOK
Part II
NPS(AM)-5
Supplement 1-BEOL
Page 1

MONTHLY PUBLIC USE REPORT
BENT'S OLD FORT NATIONAL HISTORICAL SITE

This supplement contains detailed instructions for the collection and summarization of the statistics to be entered on Form 10-157 (Revised), Monthly Public Use Report, by Bent's Old Fort National Historical Site. These instructions are effective date of issuance and will continue in effect unless changed by amendment to this Supplement or by a memorandum from the Director to the Superintendent approving the requested change.

Each section below describes the procedure to be followed in collecting public use data and summarizing the various elements of those data for entry on the lines indicated of Form 10-157 (Revised). Unless otherwise indicated, the term "total" refers to the total for a calendar month.

Line 1, Total Visits. Total visits are the total number of persons in private passenger vehicles actuating an automatic traffic counter placed across the entrance road at any suitable point between the park boundary and the parking area loop. The counter tube is placed across the entire width of the road and the monthly total of the meter readings divided by 2, reduced for the crossings of official vehicles and of the previous owner of the property exercising grazing rights, and then multiplied by a multiplier corresponding to the average number of persons per vehicle as statistically determined by sample checks.



IN REPLY REFER TO:

A6615
(x) Y2619
(x) Y4219

UNITED STATES
DEPARTMENT OF THE INTERIOR

AUG 26 8 15 AM '63
NATIONAL PARK SERVICE
MIDWEST REGION
1709 Jackson Street
Omaha 2, Nebraska

AUG 22 1963

AMO
File w
9/12/63

Memorandum

To: The Director

From: Acting Regional Director, Midwest Region

Subject: Correction of file codes, Reports Management Handbook, Reports
NPS (CR)-1 and NPS (CR)-16

Reports Management Release No. 3, June 17, 1963 enclosed Report
NPS(CR)-16, Park Acreage Statistical Summary. The file number
symbol shown on the report is Y2619, Reports, Annual Forestry.

Report NPS(CR)-1 in the Handbook is the Annual Forestry Report
with file number symbol Y2619, same as for the above report.

We believe the correct file number symbol for Report NPS(CR)-16,
should be Y4219, Reports, Annual Park Acreage Statistical Summary;
the same number and code previously used on this report. Therefore,
it is suggested an amendment should be issued to change the file
number symbol for Report NPS(CR)-16.

Frank J. Mordak

Acting Regional Director

September 13, 1963

A6615-AMO

Memorandum

To: Regional Director, Midwest Region
From: Chief, Division of Management Analysis
Subject: Correction of file codes, "Reports Management Handbook,"
Reports NPS(CR)-1 and NPS(CR)-16

In answer to your memorandum of August 22, the reason why the Annual Park Acreage Statistical Summary is coded Y2619 is because it is a report. Reports are filed under the secondary 26 number in all categories except S- SUPPLIES AND EQUIPMENT. Therefore, since NPS(CR)-16 is a report like any other (CR) report, it should be filed under the proper tertiary in the 26 classification series. In this respect, there is no prohibition against having a separate file folder for each kind of annual report under Y2619 or for each kind of monthly report under Y2617, etc., if such a separation will be of help to you.

All secondaries and tertiaries except Y26 should contain general subject correspondence. Y26 will contain all reports and all correspondence relating directly to the reports.

SIGNED

William S. Bahlman

cc:
Mr. Dellacasa

PDellacasa:hh

NATIONAL PARK SERVICE

HANDBOOK

A 6615

REPORTS MANAGEMENT

Part II - Report Directives

SUPPLEMENT 1-REPORT NPS(AM)-5

Colorado National Monument

September 24, 1963

The enclosed material is to be known as Supplement 1-COIM to Report NPS(AM)-5 in Part II-Report Directives of the Reports Management Handbook for Colorado National Monument. It embodies individual instructions for that park only which are to be used in correcting and processing public use data for the Monthly Public Use Report. These instructions are based on a draft supplement submitted by the Superintendent through the Assistant Regional Director, Midwest Region to the Director and replace Supplement 1 to the old Report 12M1 issued September 28, 1959, as amended.

This material should be filed immediately following the present requirements for Report NPS(AM)-5 in Part II of the Reports Management Handbook. It should not be placed in that Handbook until it has been brought to the attention of the Superintendent and all interested persons. If additional copies are required for internal use in the Park they may be reproduced locally. Copies of the enclosed material are also on file in the Regional Office, Midwest Region, and in the Washington Office.

(SGD) HILLORY A. TOLSON

Assistant Director

Enclosure

cc:

Regional Director, Midwest

Branch of Organization and Management

Branch of Statistics Analysis

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REPORTS MANAGEMENT
REPORT DIRECTIVES
DIVISION OF MANAGEMENT ANALYSIS

Bacon
9/24/63

HANDBOOK
Part II
NPS(AM)-5
Supplement 1-COLM
Page 1

MONTHLY PUBLIC USE REPORT

COLORADO NATIONAL MONUMENT

This supplement contains detailed instructions for the collection and summarization of the statistics to be entered on Form 10-157, Revised, Monthly Public Use Report by Colorado National Monument. These instructions are effective date of issuance and will continue in effect unless changed by amendment to this supplement or by memorandum from the Director to the Superintendent approving a requested change.

Each section below describes the procedures to be followed in collecting public use data and summarizing the various elements of those data for entry on the lines indicated on Form 10-157, Revised. Unless otherwise indicated, the term "total" refers to the total for a calendar month.

Line 1, Total Visits. Total visits are the total number of persons in vehicles actuating automatic traffic counters located as described below. The monthly meter readings are reduced for crossings of official vehicles and those of Monument residents, and then converted to visits (persons) with multipliers corresponding to the average number of persons per vehicle. Traffic counters are located as follows:

1. Across the southbound (incoming) lane of the Rim Rock Drive at the Fruita Entrance Station.
2. Across the westbound (incoming) lane of Rim Rock Drive at the Grand Junction Entrance Station.
3. Across the entire road at the East Glade Park Entrance.
4. Across the entire road at the West Glade Park Entrance.

The procedure to use in computing the monthly Total Visits is as follows:

1. Deduct the Monument residents and official travel from the Fruita and Grand Junction Entrance Stations traffic counts and multiply by the use factor.

2. Add the traffic readings of both East and West Glade Park, divide by 2, and multiply by the Glade Park use factor.

3. Add the resulting travel of the Fruita and Grand Junction Entrance Stations and the Glade Park travel to obtain Total Visits.

Lines 2c and 2d, OVERNIGHT VISITS, Designated Campsites, Tents and Trailers. The total number of overnight stays by campers in tents (2c) and trailers (2d) in the Saddle Horn Campground, up to but not exceeding its predetermined capacity.

Lines 2e and 2f, OVERNIGHT VISITS, undesignated Campsites, Tents and Trailers. The total number of overnight stays by campers in tents (2e) and trailers (2f) in the Monument which is excess to the capacity of Saddle Horn Campground. Note: This does not include back country type camping; for example, on Liberty Cap Trail, or inner canyon camping.

Line 4a, Special Use Data. The total number of visits included in Line 1, for Glade Park travel.

Line 4b, Special Use Data. The total number of visits to the Devils Kitchen Picnic Area. This figure is not to be added into Line 1, in addition to the travel computed from the four abovementioned Monument entrances.

Weagly
Bahlman

NATIONAL PARK SERVICE

ADMINISTRATIVE MANUAL

ORGANIZATION VOLUME

Part 10 - Cooperative Agreements and Historic
Site Designation Orders

Files
A 66 T5 9/17
RELEASE NO. 45
September 17, 1963

Enclosed are three new cooperative agreements to be inserted in the Organization Volume, Part 10, chapter 1, section 5; and chapter 12, sections 1 and 3.

The agreement with the Bureau of Indian Affairs should be inserted immediately after section 5.7 of chapter 1, section 5; that with the Town of Concord should be inserted immediately following section 1.2 of chapter 12; and that with the San Juan County Commissioners should be inserted immediately following section 3.14 of chapter 12.

After the enclosed agreements have been called to the attention of all interested personnel and inserted in their proper places, this transmittal sheet should be filed in Organization Volume for future reference.

Additional copies of this release are available for your use but requests should be based on actual needs.

Hilroy A. Tolson
Assistant Director

Enclosures

Interior - Duplicating Section - Washington, D. C.

ORGANIZATION

Cooperative Agreements and Historic Site Designation Orders
Agreements with Department of the Interior
Bureau of Indian Affairs

VOLUME

Part 10

Chapter 1

Section 5.8

Page a

MEMORANDUM OF UNDERSTANDING OF AUGUST 9, 1963
BETWEEN THE BUREAU OF INDIAN AFFAIRS AND THE NATIONAL PARK SERVICE
RELATING TO CONSTRUCTION WORK ON INDIAN RESERVATIONS WITHIN AREAS
HAVING ARCHEOLOGICAL VALUES

In connection with road or other construction work on Indian reservations within areas having archeological values, the undersigned agree that the Bureau of Indian Affairs shall call upon the National Park Service, through the nearest Regional Director, for assignment of a qualified archeologist to make a preliminary review on the ground of proposed road or other construction locations in such areas.

It is agreed that the National Park Service shall make available the services of a qualified archeologist, when requested, and that the matter of reimbursement by the Bureau of Indian Affairs for any travel and per diem expense incurred by the Service archeologist shall be mutually agreed upon by the Bureau and Service representatives at the time of the request.

In the event that a proposed road or other construction location cannot be shifted so as to avoid damage to an archeological site, it is agreed that such site will be salvaged for its archeological value in advance of construction, provided that the individual or tribal owners of the land consent to the archeological salvage operation. The Bureau of Indian Affairs will furnish the necessary funds or labor for salvage excavation which may be required of a site, and the National Park Service will provide archeological supervision. The matter of reimbursement by the Bureau of Indian Affairs for any travel and per diem expenses incurred by the Service archeologist shall be mutually agreed upon by the Bureau and Service representatives.

It is understood also that suitable warning signs shall be erected at archeological sites by the Bureau of Indian Affairs against violations of the Antiquities Act of 1906, and that every effort will be made by both the Bureau of Indian Affairs and the National Park Service to apprehend and secure the conviction of violators of the Act.

AUG 9 - 1963

(SGD) STEWART L. UDALL

(SGD) JOHN O. CROW

Acting Commissioner of Indian Affairs

(SGD) CONRAD L. WIRTH

Director, National Park Service

ORGANIZATION

Cooperative Agreements and Historic Site Designation Orders
Agreements with States and Political Subdivisions
General

VOLUME

Part 10

Chapter 12

Section 1.3

Page a

COOPERATIVE AGREEMENT OF JUNE 6, 1963
BETWEEN THE TOWN OF CONCORD, MASSACHUSETTS AND THE NATIONAL PARK
SERVICE
RELATING TO THE TOWN PROPERTY KNOWN AS THE BATTLE GROUND AREA

THIS

THIS AGREEMENT, made and entered into this 6th day of June 1963, by and between the United States of America, acting in this behalf by Conrad L. Wirth, Director of the National Park Service, party of the first part, and the Town of Concord, Commonwealth of Massachusetts, hereinafter referred to as the "Town," party of the second part,

WITNESSETH:

WHEREAS, the Minute Man Statue, Old North Bridge and associated historic structures and objects, located in the Town on land bounded northeasterly by land now or formerly of Tanner, easterly by Monument Street, southerly by land of the Trustees of Reservations, and westerly by land now or formerly of Buttrick, hereinafter referred to as the "Battle Ground area," which reference shall include the parking lot adjacent thereto bounded northerly by Simmons Landing Lane and easterly by Great Meadows Road, are recognized as possessing national significance as associated with the American Revolution; and

WHEREAS, the Act of Congress approved September 21, 1959 (73 Stat. 590-591) has provided for the establishment of the Minute Man National Historical Park for the purpose of preserving for the benefit of the American people the above-named and other nationally important historic lands and structures in the Town associated with the American Revolution and the founding and growth of the United States; and

WHEREAS, the Town by vote of its Annual Town Meeting held March 11, 1963, has authorized the Selectmen and Town Manager to execute and deliver this agreement on behalf of the Town; and

WHEREAS, the United States in all matters hereinafter referred to will act through the National Park Service or such other body as may be legally substituted therefor; and

WHEREAS, it is the desire of the Town to bring about the preservation of the said historic structures, objects, and grounds in

ORGANIZATION

Cooperative Agreements and Historic Site Designation Orders

Agreements with States and Political Subdivisions

General

VOLUME

Part 10

Chapter 12

Section 1.3

Page b

the Battle Ground area as a national historical park that they may be devoted to public use and to the perpetuation of the greatest traditions of the United States of America; and

WHEREAS, it is the desire of the United States to cooperate with the Town in preserving the integrity of the above-mentioned historic structures, objects, and area, and to interpret them to the American people as a great national heritage.

NOW THEREFORE, in consideration of the foregoing and pursuant to the authority contained in the act of Congress approved August 21, 1935 (49 Stat. 666), entitled "An Act to Provide for the Preservation of Historic American Buildings, Objects, and Antiquities of National Significance, and for Other Purposes," and the act of Congress approved September 21, 1959 (73 Stat. 590-591), entitled "An Act to Provide for the Establishment of the Minute Man National Park, and for Other Purposes," the said parties have covenanted and agreed, and by these presents do covenant and agree to and with each other and in consideration of the mutual promises herein expressed, as follows:

ARTICLE I. The Town will retain ownership of the said historic structures, objects, and grounds in the Battle Ground area but hereby agrees:

(a) To permit the United States to occupy them exclusively, except as otherwise provided herein, during the term of this agreement for the purpose of preserving, exhibiting, and interpreting them to the American people and otherwise utilizing them for national historical park purposes.

(b) To permit the United States to have custodial responsibility for the care and display of such exhibits of historical interest as may be available in the Battle Ground area for exhibit and interpretive purposes.

(c) To supply customary municipal services, including police and fire protection and water facilities without charge therefor.

ARTICLE II. The Director hereby agrees, on behalf of the United States:

ORGANIZATION

Cooperative Agreements and Historic Site Designation Orders
Agreements with States and Political Subdivisions
General

VOLUME

Part 10

Chapter 12

Section 1.3

Page c

(a) That he will occupy the grounds and associated structures and objects for the purposes set forth in Article I of this agreement, and for no other purposes, and that he will not sublet or assign to another person or organization any part of the structures, objects, or grounds without prior approval in writing by the Town; that he will (as funds become available through appropriations by Congress) operate and maintain the structures, objects and grounds and make all repairs thereto; remedy all defects in the structures and objects which may arise from any cause whatever, including ordinary wear and tear; and undertake such work of restoration or major alteration as may be mutually agreed upon under the provisions of Article III (b).

The Director may apply such reasonable rules and regulations therein as may be necessary properly to perform his functions.

(b) That he will exercise reasonable care to prevent damage to, or destruction of, any part of the structures, objects and grounds.

(c) That he will provide public access to the area at all reasonable times, and will provide the services of a competent person, or persons, to furnish information to the visiting public.

(d) That he will encourage and cooperate with the Town, civic groups and patriotic societies in the annual observance of Patriots' Day and other celebrations in which the area and its facilities may be appropriately used which have the approval of the Selectmen.

ARTICLE III. It is mutually understood and agreed:

(a) That nothing herein contained shall be construed as binding the United States to expend in any one fiscal year any sum in excess of appropriations made by Congress for that fiscal year, or to involve the United States in any contract or other obligation for the future expenditure of money in excess of such appropriations.

(b) That any work of restoration or any alterations or major repairs in the area shall not be undertaken until the plans for such work shall have been mutually agreed upon with the Selectment

ORGANIZATION

Cooperative Agreements and Historic Site Designation Orders
Agreements with States and Political Subdivisions
General

VOLUME

Part 10

Chapter 12

Section 1.3

Page d

(c) That neither of the parties to this agreement will erect or place, or permit the erection or emplacement of any monument, marker, tablet or other memorial in the area without the written consent of the other. This section shall not be construed as prohibiting the placing of signs within the area for the information and direction of the public. The design and location of any signs within the area to indicate that it is occupied and operated by the National Park Service acting in cooperation with the Town, shall be subject to the approval of the Selectmen.

(d) That it is the purpose of both parties to this agreement to develop a unified, long-range program of preservation, development, protection and interpretation for the area for the inspiration and benefit of the people of the United States, and to secure this result to the highest degree of cooperation necessary with each other; and the parties hereto pledge themselves to consult on all matters of importance to the program.

(e) That nothing herein contained shall be held to deprive the Commonwealth of Massachusetts or the Town of their civil and criminal jurisdiction in and over the said structures, objects and grounds.

(f) That wherever in this agreement the Director is referred to, the term shall include his duly authorized representative or representatives.

(g) No agreement shall become effective upon its execution, but occupation, operation, and maintenance by the United States in accordance with Article II shall begin on July 1, 1963, or as soon thereafter as practicable. It shall continue in effect until such time as Congress enacts legislation inconsistent with its continuance or expressly providing for its termination, or until terminated by the Director, National Park Service, who shall give six months' notice to the Town of such intention, or if the Town at an annual or special town meeting, held after January 1, 1968, shall vote to terminate this agreement, it shall terminate not less than six months from the date on which such vote is taken by the town meeting.

ORGANIZATION

Cooperative Agreements and Historic Site Designation Orders
Agreements with States and Political Subdivisions
General

VOLUME
Part 10
Chapter 12
Section 1.3
Page e

IN WITNESS WHEREOF, the parties hereto have subscribed their names and affixed their seals (in quintuple) the day, month and year aforesaid.

UNITED STATES OF AMERICA

TOWN OF CONCORD

BY (SGD) CONRAD L. WIRTH
Director, National Park Service

BY (SGD) JOHN B. FINIGAN
Chairman
(SGD) ROBERT E. SHEEHAN
(SGD) HERBERT P. WILKINS
(SGD) FREDERICK J. ROBBINS
(SGD) ROBERT J. RODDAY
Board of Selectmen

BY (SGD) THEODORE M. NELSON
Town Manager

ORGANIZATION

Cooperative Agreements and Historic Site Designation Orders
Agreements with States and Political Subdivisions
Approach Road Maintenance

VOLUME
Part 10
Chapter 12
Section 3.15
Page a

MEMORANDUM OF AGREEMENT OF AUGUST 9, 1963
BETWEEN THE SAN JUAN COUNTY COMMISSIONERS AND THE SECRETARY OF THE
DEPARTMENT OF THE INTERIOR
RELATING TO AN APPROACH ROAD TO NATURAL BRIDGES NATIONAL MONUMENT

MEMORANDUM of Cooperative Agreement made by and between the San Juan County Commissioners, hereinafter called the "Cooperator," and the Secretary of the Interior of the United States, hereinafter called the "Secretary."

WITNESSETH, that whereas it has been proposed that a section of road connecting Utah State Road 95 with the boundary of Natural Bridges National Monument, a distance of approximately 4 miles, be designated and constructed as an approach road to Natural Bridges National Monument pursuant to the Act of Congress approved April 9, 1924, as amended (16 U.S.C., 8a, 8b), and

WHEREAS the Cooperator has expressed a willingness to assume the maintenance thereof, upon completion of the road.

NOW, THEREFORE, in consideration of these premises and of the several promises to be performed, as hereinafter set forth, the Cooperator and the Secretary hereby mutually agree as follows:

Maintenance of Project

Upon completion of the construction of the National Bridges National Monument approach highway, the Cooperator shall accept the highway, and from that time shall repair and maintain it in safe and passable condition and without cost to the National Park Service, Department of the Interior.

IN WITNESS WHEREOF, the parties hereunto have affixed their signatures on this 9th day of August, 1963.

SAN JUAN COUNTY COMMISSIONERS
By (SGD) K. S. SUMMERS
Chairman, San Juan County Commissioners
UNITED STATES OF AMERICA
By ((SGD) STEWART L. UDALL
Secretary of the Interior